



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
**NEIGHBORHOOD REVITALIZATION
COORDINATOR**
PLANNING

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for coordinating the development and implementation of plans, strategies, and approaches for neighborhood revitalization throughout Newport News including the City's Choice Neighborhood Initiative, focused on improving the safety and quality of life in neighborhoods Citywide, transforming distressed neighborhoods and addressing local community challenges. Reports to the Manager of Comprehensive Planning.

ESSENTIAL JOB FUNCTIONS

Utilizes strategic, Asset-Based Community Development (ABCD) principles and organizing techniques to engage neighborhood stakeholders in order to develop solutions and actions that lead to physical stability and improved quality of life in targeted neighborhoods; cultivates and sustains strong relationships with residents within the targeted areas; trains, supports, and develops neighborhood leaders that will participate in and guide decision making by building community alliances.

Works with the neighborhoods to build social capital to include asset mapping. Encourage participation from a variety of community partners including, but not limited to, neighborhood residents, property and business owners, Police Department, City departments, elected and appointed officials, faith leaders, community-based service providers, nonprofit and for-profit developers, and educational institutions. Helps facilitate the organization of community, neighborhood and business groups in order for them to be pro-active in the development of community or neighborhood-based plans.

Serves as an advocate, resource and liaison to residents in order to build neighborhood stability by communicating community trends and concerns to City leadership, and by creating and maintaining strategic alliances and trusted partnerships with local government agencies, schools and community based organizations. Coordinates regular interdisciplinary meetings with various City department staff to share information, leverage resources and create sustainable partnerships to make appropriate referrals for residents and to improve service delivery in targeted neighborhoods.

Serves as liaison between the CNI stakeholders and community leaders in the development and implementation of a Transformation Plan. Collaboratively develops and implements time-specific actions to resolve identified community issues that arise in the program planning process. Collects various data sets and assists with tracking planning outcomes for reporting to the Department of Housing and Urban Development (HUD) and impacted community.

Collects various data concerning the program participants, instructors, volunteers, and information about similar programs offered by other City and non-City agencies. Analyzes the factors contributing to the cost of each activity and recommends adjustments to team members to maximize citizen participation.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Planning - Comprehensive knowledge of philosophies, practices, principles and techniques of the municipal and strategic planning processes as they pertain to development and redevelopment. Knowledge of local government operations, as well as basic social service organizations and programs.
- Community Development - Thorough knowledge of principles and practices in neighborhood and program planning. Knowledge of City ordinances, codes and regulations pertaining to neighborhood planning.
- Technology - Knowledge of personal computers, word processing, spreadsheet, and related software to effectively complete a variety of assignments with reasonable speed and accuracy.
- Customer Service - Thorough knowledge of principles and processes for providing customer service to include setting and meeting quality standards for services, and evaluation of customer satisfaction.

REQUIRED SKILLS

- Interpersonal Relationships - Establishes and builds cooperative working relationships with employees, citizens, community and private organizations, elected officials, boards and commissions. Effectively responds to and resolves complex inquiries and disputes. Handles all interactions with poise, tact and diplomacy.
- Critical Thinking - Uses logic and reasoning to understand, analyze, and evaluate complex situations and researches information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.
- Time Management - Plans and organizes daily work routine and projects. Estimates expected time of completion of elements of work and establishes a schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- Communication - Excellent ability to communicate complex ideas and proposals effectively to diverse audiences, both orally and in writing, to include preparing and presenting a wide variety of public relations materials, conducting meetings, and report preparation. Ability to understand political sensitivities and handle a variety of issues with tact and diplomacy.

- Judgement/Decision Making - Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- Basic Math - Ability to perform arithmetic and statistical applications. Ability to employ basic math principles and practices in the analysis and reporting of data.

EDUCATION AND EXPERIENCE

Requires a Bachelor's degree in Public Administration, Urban Studies, Community Development, Social Work, Cultural Anthropology, or a related field and 3-5 years of experience in community planning or neighborhood revitalization, or an equivalent combination of education and experience. Master's degree preferred.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.